



## Massachusetts Department of Environmental Protection

Bureau of Resource Protection – Water Supply – Water Quality Assurance/New Source Approval

### BRP WS 13 Approval to Site a Source and Conduct Pumping Tests for Sources Under 70 Gallons per Minute

## Instructions and Supporting Materials

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#### Introduction

MassDEP *Permit Applications*, as well as *Instructions & Support Materials*, are available for download from the MassDEP Web site at [mass.gov/dep](http://mass.gov/dep) in two file formats: Microsoft Word™ and Adobe Acrobat PDF™. Either format allows documents to be printed.

*Instructions & Support Materials* files in Microsoft Word™ format contain a series of documents that provide guidance on how to prepare a permit application. Although we recommend that you print out the entire package, you may choose to print specific documents by selecting the appropriate page numbers for printing.

*Permit Applications* in Microsoft Word™ format must be downloaded separately. Users with Microsoft Word™ 97 or later may complete these forms electronically.

Permitting packages in Adobe Acrobat PDF™ format combine *Permit Applications* and *Instructions & Support Materials* in a single document. Adobe Acrobat PDF™ files may only be viewed and printed without alteration. *Permit Applications* in this format may not be completed electronically.



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# Permit Fact Sheet

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## 1. What is the purpose of this approval?

This is an approval relative to evaluating the water resource potential of a particular site. The necessary components of a site approval request, the subsequent site exam and pumping test proposal are described in the Division of Water Supply's *Guidelines and Policies for Public Water Systems (available in the State House Bookstore)*. The Drinking Water Regulations, in particular 310 CMR 22.21, govern all aspects of the source development process.

The reason sites are evaluated and approved or disapproved at this point is to identify any circumstances which might negate the possibility of using the site. This assists the applicant in avoiding the potentially unnecessary expenses associated with the next costly step, which is the pumping test. For example: the inability to own or control the Zone I; extremely poor water quality, historical spills or leaks of hazardous materials; and, extensive development of the preliminary conceptual Zone II, are all issues that could influence the approval of the site for development (as a drinking water source).

Approval of a pumping test proposal is granted after MassDEP has determined that the hydrologic and water quality information necessary to approve the source will be generated before, during and after the pumping test.

## 2. Who must apply?

Any individual, company, municipality or district intending to develop a public source of water supply serving 15 service connections or 25 individuals at least 60 days per year.

## 3. What other requirements should be considered when applying for this approval?

- A Request for Determination of Applicability (Form No. 1-310 CMR 10.99) as required under the Wetland Protection Act MGL c. 131 s. 40 and the regulations at 310 CMR 10.00 must be filed with the local conservation commission if work is proposed within 100 feet of a wetland.
- Before applying for this approval, consideration should be given to the ability to own or control the Zone I; how surrounding development and history may influence water quality; and how the site lends itself to development.
- The site examination and sanitary land use survey precede the review and approval to conduct a pumping test.

**Note:** Approvals of this type may require MEPA review. Please carefully examine 301 CMR 11.00, the MEPA Regulations, to determine if your project exceeds the MEPA review thresholds, or for more information contact the MEPA Unit of the Executive Office of Environmental Affairs (100 Cambridge Street, Boston, MA 02202; (617-727-5830). **MassDEP cannot begin technical review of the permit application until the MEPA process has been completed, unless otherwise agreed to in writing.** Copies of MEPA filings (with reference to any applicable Transmittal numbers) should be sent to the appropriate program offices in Boston and the MEPA Coordinator in the appropriate Regional Office. Find your region: <http://mass.gov/dep/about/region/findyour.htm>



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**Note:** These additional requirements are intended to serve as a guide to the applicant. It does not necessarily include **all** additional requirements.

#### 4. What is the application fee?

The application fee is \$1,125.

#### 5. What is the Primary Permit Location? What is the Reserve Copy Location?

##### PRIMARY PERMIT LOCATION

Dep't. of Environmental Protection

                     \*Regional Office

Water Supply

\*Find your region: <http://mass.gov/dep/about/region/findyour.htm>

##### RESERVE COPY LOCATION

Dep't. of Environmental Protection

Water Supply

1 Winter Street

Boston, MA 02108

#### 6. What are the timelines?

	AC	T1	T2*
BRP WS 13	30	60	60

\* (A second technical review will be conducted only if necessary).

*There is no public comment period for this approval.*

#### 7. What is the annual compliance fee?

There is no annual compliance assurance fee for this approval.

#### 8. How long is the approval in effect?

Applicants have five years to complete the Source Approval process.

#### 9. How can I avoid the most common mistakes made in applying for this approval?

- Be sure all checklist items are complete.
- Review the Division of Water Supply's Drinking Water Regulations 310 CMR 22.21 and the Division of Water Supply's *Guidelines and Policies for Public Water Systems* regarding what is evaluated when considering approval of a site.
- Communicate with MassDEP concerning the materials necessary for an approval submission.
- Submit fee and one copy of the MassDEP Transmittal Form to MassDEP, PO Box 4062, Boston, MA 02211.



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# **Permit Fact Sheet**

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**10. What are the regulations that apply to this approval? Where can I get copies?**

These regulations include, but are not limited to:

- a. Drinking Water Regulations, 310 CMR 22.21.
- b. The Timely Action and Fee Provisions, 310 CMR 4.00.
- c. The Administrative Penalty Regulations, 310 CMR 5.00.

They may be purchased at:

**State House Bookstore  
Room 116  
Boston, MA 02133  
617-727-2834**

**State House West Bookstore  
21 Elm Street  
Springfield, MA 01103  
413-784-1376**



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# **Application Completeness Checklist**

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- ☐ The Transmittal Form is completed: <http://mass.gov/dep/service/online/trasmfrm.shtml>
- ☐ Form BRP WS Application has been completed.
- ☐ Massachusetts Registered Professional Engineers or other individuals meeting the qualifications of Section 1.0 of the *Guidelines and Policies for Public Water Systems* has prepared the proposal, signed and stamped it.
- ☐ Location and log of all exploratory wells (depth, yield, lithology) has been submitted with application.
- ☐ Results of chemical and VOA water analyses is included.
- ☐ A characterization of land use within the required radius around the well has been submitted and includes the following:
  - a. A map showing:
    - 1) current land uses;
    - 2) approved water withdrawals, registered or permitted by the Division of Water Supply;
    - 3) local zoning information;
    - 4) existing and potential sources of contamination.
  - b. A discussion/evaluation of potential impacts of existing and potential sources of contamination of the new water supply.
  - c. For test wells installed at potential production well sites, the following must be provided:
    - 1) water quality analysis results;
    - 2) estimate of well yield;
    - 3) well log and as-built construction diagram.
- ☐ The following items must be also included as part of the application package:
  - a. planned pumping rate;
  - b. planned duration of test;
  - c. location of discharge point;
  - d. plan showing location of observation wells, if applicable;
  - e. frequency of reading observation wells, if applicable;
  - f. types of samples to be collected and the name of the state certified laboratory to be employed for all water quality testing required by the Source Approval process;
  - g. frequency and locations of sampling for water quality;
  - h. required permits, registrations or notices such as: state (e.g., Water Management, Wetlands) or local (e.g., Conservation Commission);
  - i. discussion of methodology for delineating Zone II or Zone III.



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# **Application Completeness Checklist**

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To submit the application package:

- ☐ Send copy of the application package along with one copy from the MassDEP Transmittal form to:

Department of Environmental Protection

\_\_\_\_\_ \* Regional Office

Water Supply

\*Find your region: <http://mass.gov/dep/about/region/findyour.htm>

- ☐ Send fee of \$1,125 in the form of check or money order made payable to *Commonwealth of Massachusetts*, along with one copy from the MassDEP Transmittal Form to:

Department of Environmental Protection

P.O. Box 4062

Boston, MA 02211



Massachusetts Department of Environmental Protection  
Bureau of Resource Protection – Drinking Water Program

# BRP WS Application

For Water Supply Permits or Approvals

Transmittal Number \_\_\_\_\_

Facility ID# (if known) \_\_\_\_\_

## A. Application

**Important:**  
When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



1. Is this application for an ☐ Original or a ☐ Resubmittal?

2. Applicant:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Contact \_\_\_\_\_

Telephone \_\_\_\_\_

3. Consultant:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Contact \_\_\_\_\_

Telephone \_\_\_\_\_

## B. Permit

Please check which permit or approval you are applying for:

Underground Injection Control

☐ BRP WS 06 Underground Injection Control Registration

Zone II Determination for Existing Sources

☐ BRP WS 07 Approval to Conduct Pump Test for Zone II Delineation

☐ BRP WS 08 Approval of Zone II Delineation

Cross Connection

☐ BRP WS 09 Plan Approval

New Technology

☐ BRP WS 11 Minor New Technology Approval; where no field test required  
☐ Drinking Water Additive  
☐ Cross Connection Device  
☐ Water Vending Machine  
☐ Other(specify): \_\_\_\_\_

☐ BRP WS 12 Major New Technology Approval: where field testing is required

☐ BRP WS 27 New Technology with Third-party Approval

☐ BRP WS 28 Vending Site/Source Prototype

☐ BRP WS 30 Vending Site Approval

☐ BRP WS 31 Vending and POU/POE Devices with Third-party Approval

New Source Approvals <70 gpm

☐ BRP WS 13 Exploratory Phase, Site Examination, Land Use Survey and Approval to Conduct Pumping Test  
☐ BRP WS 15 Pumping Test Report Approval and Approval to Construct Source

New Source Approvals >70 gpm

☐ BRP WS 17 Exploratory Phase, Site Examination & Land Use Survey  
☐ BRP WS 18 To Conduct Pumping Test  
☐ BRP WS 19 Pumping Test Report Approval  
☐ BRP WS 20 To Construct Source

Water Treatment Approvals

☐ BRP WS 21 To Conduct Pilot Study  
☐ BRP WS 22 Pilot Study Report  
☐ BRP WS 23 To Construct Facility <1 mgd  
☐ BRP WS 24 To Construct Facility >1 mgd  
☐ BRP WS 25 Treatment Facility Modification  
☐ BRP WS 29 Water Treatment: Chemical Addition Retrofits of Water Systems > 3,300 people  
☐ BRP WS 33 Distribution Modifications < 3,300 people  
☐ BRP WS 34 Water Treatment: Chemical Addition Retrofits of Water Systems < 3,300 people

Water Quality Assurance

☐ BRP WS 26 Sale or Acquisition of Land for Water Source  
☐ BRP WS 36 Abandonment of Water Source

Distribution System Modifications

☐ BRP WS 32 Systems > 3,300 people  
☐ BRP WS 34 Systems < 3,300 people

## C. Certification

"I certify, under penalty of law, that this application and all attachments were prepared under my supervision, in accordance with a system designed to ensure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information submitted in this application, the information submitted is, to the best of my knowledge and belief, true, accurate and complete."

Print Name \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Position/Title \_\_\_\_\_

Date \_\_\_\_\_